

FAUQUIER COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
THIRD FLOOR - COURT AND OFFICE BUILDING
40 CULPEPER STREET
WARRENTON, VIRGINIA 20186
(540) 347-8660
FAX (540) 341-3444

PLANNING
(540) 347-8703

COUNTY ENGINEER
COUNTY SOIL SCIENTIST
(540) 347-8660

Zoning Administration
(540) 347-8789

BUILDING
AND ZONING PERMITS
(540) 347-8646
(540) 347-8647

***BUILDING PERMIT APPLICATION REQUIREMENTS FOR RESIDENTIAL
ONE & TWO FAMILY DWELLINGS, TOWNHOUSES, & THEIR ACCESSORY
STRUCTURES***

The following information must be submitted with each building permit application: NOTE: Incomplete applications will delay the issuance of your permit therefore please make sure it is filled out in its entirety.

1. ***PRIVATE/PUBLIC WATER AND SEWER SYSTEMS:*** (One & Two Family Dwellings, Townhouses, Accessory Structures)

- Any above structure on private well and/or sewage disposal system - A current well and/or sewage disposal permit from the Fauquier County Health Department, telephone # (540)-347-6363.
- Any above structure on public water and/or sewage disposal system - A permit from the following appropriate service facility:
 - Marshall Waterworks (540)-364-1717
 - Town of Warrenton Public Utilities Department (540)-347-6574
 - Fauquier County Water & Sanitation Authority (540)-349-2092
 - Town of Remington Public Utilities Department (540)-439-3220

2. ***ZONING PERMIT:*** Approved zoning permit - for zoning information call (540)-347-8674.

3. ***PLANS AND SPECIFICATIONS:***

- Site plan of the property showing the distances of the proposed new structure(s) in relation to property lot lines, existing structures, easements, and right of ways.

NOTE: A site plan is not required for interior remodeling.

- Two complete sets of building plans and specifications with sufficient detail to show the nature and character of the work to be performed. Plans shall be drawn to a scale no less than one-quarter inch equals one foot ($1/4" = 1'$). Plans shall be on paper eight and one-half inches by eleven inches ($8\ 1/2" \times 11"$) or larger and shall include the following:

FOOTING/FOUNDATIONS: Footing size and depth below grade, foundation wall type and size, pier/column type, size, and placement.

FRAMING COMPONENTS: Framing details of roof(s), ceiling(s), wall(s), and floor(s). Lumber sizes, species, and grades.

FLOOR PLAN: Room dimensions, room layout, and room use. Location of doors, windows, stairs, and fireplaces.

INSULATION: Insulating "R" values for walls, floors, and ceilings.

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ELEVATIONS: Two views of proposed finished structure required (i.e., front and rear or front and side).

MODULAR HOMES: Two sets of the manufacturer's building plans shall be submitted with the building permit application. The manufacturer's installation and erection instructions shall be maintained at the job site for inspection purposes.

MOBILE HOMES: - Manufacturers printed instructions specifying the location, required capacity and other details of the stabilizing devices to be used with or without a permanent foundation (i.e., tiedowns, piers, blocking, footings, etc.).

STORAGE TANKS: The site plan that accompanies the building permit application shall illustrate the tank(s) location on the property in relation to all surrounding structures. **NOTE**: Tank installation(s) shall comply with all applicable building codes and manufacturer's specifications. (Storage tank code requirement information is available in the Building Inspections Office.)

4. *CONTRACTOR INFORMATION REQUIREMENTS:*

- Building Contractors name, address, telephone number and State of Virginia Class A, B or C Contractor's License number shall be provided to the Department of Building Inspection at the time the permit application is submitted.
- Electrical, Mechanical & Plumbing Contractors name, address, telephone number, State of Virginia Class A, B or C Contractor's License and Tradesman Certification License shall be provided at the time the permit application is submitted. **NOTE**: When a combination permit is applied for by a Building Contractor or Property Owner, the Electrical, Mechanical & Plumbing Contractor information may and shall be provided prior to a concealment or close-in inspection.

NOTE 1: The Property Owner or Owner's permit agent is responsible for notifying the Department in writing when there is a change in Contractor(s) and shall provide all required new Contractor(s) information.

NOTE 2: Contractor's who engage or offer to engage in, for the general public, for compensation, Electrical, Mechanical or Plumbing work are required to hold Master Tradesman Certification Licensure with the Sate of Virginia. Proof of Master Tradesman Certification Licensure shall be provided.

5. *FAUQUIER COUNTY CONTRACTOR BUSINESS LICENSURE REQUIREMENTS:*

Contractors with business establishments located outside the boundaries of Fauquier County, that have annual gross receipts exceeding \$25,000 for work in Fauquier County, are required to possess a Fauquier County Business License issued by the Fauquier County Commissioner of Revenue.

Contractors with business establishments located within the boundaries of Fauquier County, that have annual gross receipts exceeding \$25,000 for work either in or out of Fauquier County, are required to possess a Fauquier County Business License issued by the Fauquier County Commissioner of Revenue.

Proof of Contractor County Business Licensure, or proof of exemption from such licensure, **is required at the time the building permit application is submitted.**

6. ***ARCHITECT/ENGINEER SEAL:***

Any unique design of structural elements for floors, walls, roofs or foundations requires the seal and signature of a Virginia Licensed Architect or Engineer. Some examples of unique design elements: Suspended concrete slabs, concrete slab placed on fill dirt, steel I beams, roof covering assemblies incorporating foam plastic insulation.

Section 54.1-402 of the Code of Virginia requires an architect or engineers' seal on plans for residential one & two family dwellings, townhouses and their accessory structures when over three stories or 40 feet in height.

Applications processing time varies according to building activity, but will generally take three to five working days. To make an inquiry concerning the status of an application call (540)-347-8646/8647 between 8:00 a.m. and 4:30 p.m.

(Rev. 3-8-00)